



## COLLEGE POLICY

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### **E-3i(3) PROCEDURE Benefits for Eligible Employees: Approved Holidays, Leaves of Absence, Sick Leave**

#### **Approved Holidays**

Employees with a full-time equivalency factor (FTE) 0.75 or greater shall be eligible the following approved holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Winter Break. Faculty employees are not eligible for paid holidays.

#### **Leaves of Absence**

The Board of Governors shall be responsible for implementing and maintaining provisions for employee temporary leaves of absences.

The Board of Governors authorizes temporary leaves of absence may be approved in minimum increments of 30 minutes.

#### **Sick Leave**

Sick leave shall apply to all eligible employees in all classifications with a 0.75 FTE or greater. Sick leave provisions apply to personal illness, injury, pregnancy, childbirth, or related medical conditions, and absence due to the quarantine laws of the state. However, an employee may elect to use sick leave to assist members of the immediate family who are incapacitated due to personal illness, injury, pregnancy, childbirth, or related medical conditions, and absences due to the quarantine laws of the state. The employee must submit sick leave requests to their immediate supervisor for review and consideration for approval. Faculty must submit requests to their Responsible Administrator for review and consideration for approval. Such approval/denial will be based on sound reasoning, compassion, and respect.

Terms and conditions related to sick leave usage include, but may not be limited to, the following:

1. When possible, leave requests must be submitted with forty-eight (48) hour advance notice.
2. Sick leave is to be taken for the circumstances set forth above (illness, injury, etc.), is not intended as earned time off with pay, and shall not be granted as such. Unused sick leave will not be paid upon termination of employment with the College
3. The College defines immediate family as spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters.
4. To the extent practical and possible, health care appointments are to be scheduled outside an employee's normally scheduled working hours. Time for appointments, which must be made during the employee's scheduled working hours, shall be recorded as sick leave.

Adopted Date: 06/22/2004; Revised 5/19/2015; Revised 6/20/2017

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